

## **SERVICE BUDGET NARRATIVE**

### **JULY 1, 2002- JUNE 30, 2003**

#### **PERSONNEL**

##### **Annual Percentage of Time**

The percentage of staff positions reflected on the budget summary is based on an “annual” percentage of time rather than monthly. As a result, the monthly billing invoice may or may not reflect the percentage budgeted. However, the contractor must monitor the time devoted by staff on each contract for overall consistency with the contract terms. Records supporting the amount claimed must be retained for audit purposes. The percentage of claimed “in total” cannot exceed the annual percentage budgeted. Any changes to the annual percentage of a staff require a budget revision.

#### **PERSONNEL:**

**Employment Services Specialist – 4 FTE** (1FTE = 40 hours per week including payroll taxes and benefits). **4 @ 100%.**

Job duties include: educate and networks with potential employers; conducts appropriate recruitment assists with job development process; provides job development to individuals and assists DR clients in the preparation of application materials, resumes and interview skills necessary for job search; Maintains required documentation; provides on going support services to DR clients after placement; provides task analysis, job training and job orientation to DR clients; and acts as mediator between DR client and employer. Provides on/off site job coaching, as needed, to assist mentally ill clients in work settings work adjustment.

**Vocational Specialist – 2 FTE & 2 part-time** (1 FTE = 40 hours per week including payroll taxes and benefits). **2 @ 100%; 1 @75%, 1 @ 50%.**

Job duties include: educates and networks with potential employers; conducts appropriate recruitment; (assists with job development process- delete); provides job development to individuals and assists DR clients in the preparation of application materials, resumes and interview skills, procuring identification and documentation for employment, and job seeking skills necessary for job search; develops and schedules interviews on the client’s behalf; maintains required documentation; provides on-going support services to DR clients after placement in non-supported employment; provides task analysis, job training and job orientation to DR clients; acts as mediator between DR client and employer; advocates accommodations on the client’s behalf, per the Americans with Disabilities

Act. Provides on/off site job coaching, as needed, to assist mentally ill clients in work settings.

**Vocational Assistant** – 2 FTE & 2 part-time (1 FTE = 40 hours per week including payroll taxes and benefits). 2 @ 100%; 2 @ 40%.

Job duties include: assists DR clients with pre-employment needs; helps acquire identification necessary for employment; helps acquire bus pass and provides destination training; teaches grooming skills and assists with selection and acquisition of interview and work clothes; assists with selection and acquisition of work tools; may assist with job development as directed by Employment Services Supervisor. Provides on/off site job coaching, as needed, to assist mentally ill clients in work settings work adjustment.

**Certified Occupational Therapy Assistant- 1 FTE (1 FTE = 40 hours per week including payroll taxes and benefits).** Job duties include: Participates in staffings. Plans and conducts auxiliary services and employment support groups and provides individual pre-employment counseling for DR clients. Provides standardized functional skills evaluation for DR Clients. Educates and networks with potential employers. Conducts appropriate recruitment and assists with job development process. Provides job development to individuals and assists DR clients in the preparation of application materials, resumes and interview skills necessary for the job search. Maintains required documentation. Provides ongoing support services to DR clients after placement, including on/off-site job coaching, task analysis, jobsite analysis, job training and orientation and advocating accommodations per ADA with employers. Provides PVSA as assigned.

**Clerk II** – 2 part-time (1 FTE = 40 hours per week including payroll taxes). 2 @ 50%.

Job duties include: answers phones, takes messages; types resumes, letters of introduction and reference, and all letters of correspondence to DR clients and potential employers; operates Word software; types all other related materials as assigned; maintains documentation, records and charts, and orders supplies.

**Clerk III** – 1 part-time (1 FTE = 40 hours per week including payroll taxes and benefits). 1 @ 50%.

Job duties include: answers phones, takes messages; types resumes, letters of introduction and reference, and all letters of correspondence to DR clients and potential employers; compiles monthly billing statistics; types all program evaluation materials including Vocational Pre-Employment Assessments utilizing transcriber; operates Word software; types all other related materials as assigned; maintains records, and orders supplies.

**Vocational Education Specialist** - 1 part-time (1FTE = 40 hours per week including payroll taxes and benefits). 1 @ 20%.

Job duties include: Assesses clients to determine level of employment needs; conducts group and individual counseling in the area of employment of (daily job group); assist with filling out applications; creates resumes and follow-up letters to employers; conducts job/interview seeking skills; provides budgeting skills and conducts follow-up support services. Provides personal, vocational and social adjustment. Provides off-site job coaching, as needed, to assist mentally ill clients in work settings work adjustment.

#### **OPERATING EXPENSES:**

**EQUIPMENT DEPRECIATION:** Equipment purchases totaling \$11,031 will be made during fiscal year 2001-2: 6-computers (Pentium III, 733 MHz, 128 MB) for \$8,294.76; 2-inkjet printers totaling \$591.88; 2-laser printers totaling \$1,345.48; and 1 fax machine for \$799. **Equipment purchases in totaling \$1000 will be made during fiscal year 2002-2003- 1 Television for \$308.00, 1 VCR for \$109.00 and 1 Camcorder for \$585.00. These items will be cost out using a three year straight line depreciation schedule of \$3707 per year.**

**This equipment** will continue to utilize the “CAMINAR” software previously purchased for the program and will utilize updated versions of Microsoft Office, a suite of spreadsheets, database, and word processing software necessary to document DR client progress notes, compile billing reports, create DR client resumes, and perform other clerical functions as necessary. **The TV will access the camcorder & VCR to provide training to the DR client during Pre-Employment groups.**

MOTORPOOL: These are charges incurred by Co-op staff to meet DR clients at potential employment sites and to transport staff to various locations throughout a large geographic area for activities related to Co-op services. Motorpool charges are incurred when using county vehicles to transport clients.

## **OPERATING EXPENSES**

### **Office Supplies:**

Supplies needed for the functioning of this program include standard office materials. They include items such as: folders, staplers, staples, envelopes, pens, pencils, paper clips, tape, note pads, index tabs, binders, computer printer cartridges, copy machine cartridges, copy paper, tape, correction fluid, and highlighters.

### **Rents / Leases:**

1080 square feet (@ \$1.15) of office space used for employees cubicles, offices and desks to conduct business. The following business is conducted in this space: telephoning clients, meeting with clients, providing pre-employment groups for clients, training staff, and meeting with DOR Counselors.

### **Membership Fees:**

Membership fees includes: professional memberships (American Occupational Therapy Association), and memberships in local Chamber of Commerces to allow for networking opportunities with employers in the community.

### **Training:**

Training is provided for program staff and certified time match staff to enhance the delivery of services. The training occurs in the local area. Training will be pre-approved by the DOR Contract Administrator.

**Mileage:**

Mileage expenditures incurred by program staff for traveling to various sites throughout the county to meet with clients, clinicians, DOR Counselors, and employers at the rate paid to non represented DR employees.

**Subscriptions:**

Subscriptions include newspaper subscriptions to enhance the job developers ability to find job openings for clients.

**Communications:**

Telephone costs associated with conducting business. Includes, data line connectivity (WAN/LAN).

## PROGRAM BUDGET SUMMARY

Fiscal Year 2002/03

July 1, 2002 - June 30, 2003

### TOTALS

DR PROGRAM COSTS (From DR Program Budget)	\$325,627
--	-----------

TOTAL PAYMENT BY DR TO CA (From Service Budget)	\$375,263
--	-----------

TOTAL COOPERATIVE AGENCY EXPENDITURE (From Cooperative Agency Certified Expenditure Budget)	\$251,379
--	-----------

---

TOTAL PROGRAM COST	\$951,439
--------------------	-----------

(Note: Cooperative Agency contribution must equal at least 25% of total program costs.)

COOPERATIVE AGENCY CONTRIBUTIONS MUST BE FROM NON-FEDERAL FUNDS.

THE SOURCE OF THE CERTIFIED EXPENDITURE CONTRIBUTION IS:

### COUNTY REALIGNMENT FUNDS

COOPERATIVE AGENCY SHARE Certified Expenditure Contribution	26.39%	\$251,379
--	--------	-----------

TOTAL DR SHARE	73.61%	\$700,890
----------------	--------	-----------

---

TOTAL BUDGET	\$952,269
--------------	-----------